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Minutes of Second Meeting

DDS&T HISTORICAL BOARD

23 May 1967

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1. The Chairman called the meeting to order at 1500 hours. Present were [REDACTED]

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2. The Chairman asked for a report on the historical programs of each office:

a. OSP - Report by the Chairman

Reasonable draft is expected in mid-June and everything should be wrapped up by mid-August.

b. FMSAC - [REDACTED]

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FMSAC has gotten up a draft and does expect to meet the October deadline.

c. OSI - [REDACTED]

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[REDACTED] has worked out a manuscript -- they expect to have a working draft by 1 October.

d. OCS - [REDACTED]

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Should have a rough draft by end of June -- foresee no problem with the October deadline.

e. OEL - [REDACTED]

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Now has draft written on what happened leading into OEL (prior to 1962) -- expects to meet the October deadline.

f. OSA - [REDACTED]

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Has written five chapters and expects to have 12 additional chapters. Due to the huge volume of material involved, she cannot be certain of meeting the October deadline. Possibly she will get some assistance on the project.

25X1A9a g. ORD - Not represented.

3. [REDACTED] distributed copies of the various programs for DDI, Support Services, and DDS&T, which he thought would be of interest to the Board. He also said a few words in regard to the number of papers being written in the Clandestine Services and the number of people designated to write them. He said that he thought various programs were well conceived and provided an excellent approach to the problem. However, all offices should remember that the programs represented merely the initial step.

25X1A9a 4. [REDACTED] stated that there was a large amount of material in the office of the Historical Staff which might be of use to writers, and certainly should be reviewed by them. This is in various forms, consisting of notes, drafts, semi-finished and finished historical papers. [REDACTED] Extension 5963, is well aware of all material available and will discuss it with any writers who are interested.

25X1A9a 5. There was some discussion in regard to format and style. [REDACTED] and the Chairman agreed that it was to be expected that style would vary considerably with the various writers. Wherever possible, the "Handbook for the Writing of DDI, DDS&T and DDS Histories" should be used as a guide and attention should be paid to format, especially double spacing, proper margins and documentation. Finished papers, after proper review by senior officials, should be forwarded to the Board in an original and one copy. (If possible, a copy should be reproduced by Xerox, or on bond, as flimsies are very hard to bind. Also, each office will unquestionably want to retain several copies of its papers for possible further distribution in the future.) [REDACTED] will then be responsible for having two copies bound, one for the master file of histories in the office of the Deputy Director and one for the office of origin.

6. The Chairman adjourned the meeting at 1610.

[REDACTED]  
Executive Secretary

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